****

**Bedford County Public Schools**

311 South Bridge Street

Bedford, VA 24523

Phone (540) 586-1045

 Fax (540) 586-7703

**FORMER STUDENT RECORD REQUEST**

Bedford County Public Schools charges a processing fee of $5 per document for all agency and former student record requests, which include Graduation/GED verification, official/unofficial transcript and proof of immunization. The fee for copies of all other student records will be 25¢ per page.

A transcript includes the academic record of subjects taken, grades, credits completed and attempted, grade point average, class rank, and ACT/SAT scores.

Student Name:

 **LAST FIRST MIDDLE MAIDEN NAME**

Address:

 **NUMBER AND STREET CITY AND STATE ZIP CODE**

Date of Birth: Phone Number:

Year Graduated: Year Withdrawn: Last School Attended:

**BEDFORD COUNTY PUBLIC SCHOOLS HAS UP TO 10 BUSINESS DAYS FROM THE DATE OF REQUEST TO SEND ACADEMIC TRANSCRIPTS.**

I hereby authorize Bedford County Public Schools to send a transcript of the educational records named on the student above to the following school, agency, business, or individual:

 **SCHOOL, BUSINESS, OR INDIVIDUAL NAME**

 **MAILING ADDRESS CITY STATE ZIP CODE**

Date: Signature:

 **FORMER STUDENT’S SIGNATURE**

**SEND COMPLETED FORM TO THE HIGH SCHOOL MOST CONVENIENT TO YOUR LOCATION:**

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| --- | --- | --- |
|  **Jefferson Forest High School**http://www.roanoke.com/sports/Logos/JeffersonForest.jpg**1 Cavalier Circle****Forest VA 24551**Phone (434) 525-2674Fax (434) 477-5459 | **Liberty High School****C:\Users\msexton\Pictures\LOGO\LHS.png100 Liberty Minutemen Drive****Bedford, VA 24523**Phone (540) 586-2541Fax (540) 586-7720 | **Staunton River High School**SR_Logo11[1]**1095 Golden Eagle Drive****Moneta, VA 24121**Phone (540) 297-7151Fax (540) 297-4514 |
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**BCPS OFFICE USE ONLY:**

 **DATE RECEIVED: FEE PAID: DATE GIVEN: MAILED:**